MEMO

"...meeting community needs...enhancing quality of life."

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works   *PAV*

DATE: September 3, 2015

RE: **Request for spending authority and associated budget adjustments for the $25,000 Department of Natural Resources Tree Grant.**

This summer, the Department of Public Works unexpectedly received a $25,000 grant from the Department of Natural Resources for completing our Tree Inventory and providing enhanced staff training and development. With the recent discovery of emerald ash borer in Appleton, and with the upcoming hiring of an additional Arborist, we have additional expenses that could be partially addressed with this grant funding.

If approved, the Department would spend the grant funds on approximately an additional 275 trees, an emerald ash borer soil injection application for treating the downtown College Avenue trees, and safety/rigging gear.

Therefore, we request spending authority and associated budget adjustments for the $25,000 Department of Natural Resources Tree Grant as follows:

Miscellaneous State Aids	$ (25,000)
Plant Material	$ 17,000
Herbicides/Pesticides	$ 1,000
Protective clothing/equipment	$ 7,000

Attachment

C: Tony Saucerman, Finance Director
   Bev Matheys, Managerial Accounting Coordinator

CITY OF APPLETON
BUDGET ADJUSTMENT REQUEST
Budget Year   2015

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
Misc State Aids	17034	4224			$ (25,000)
Plant Material	17034	6308	4		$ 17,000
Herbicides/Pesticides	17034	6308	7		$ 1,000
Protective clothing/equipment	17034	6321	2		$ 7,000

For the purpose of:

To recognize the grant award received from the Department of Natural Resources and request spending authority to purchase an Emerald Ash Borer treatment system, safety gear and additional trees to be planted to fill-in urbanized areas.

Requested by:

_____   _____
Department Head   Date

Budget Entry (BE) No.:_____

Approved by:

_____   _____
Tony Saucerman Finance Director   Date

_____   _____
Timothy M. Hanna, Mayor   Date

Reported to Administrative Services Committee: _____
                                                                            Date

Additional comments: